SCRCs and the Review Process
Departments/Centers/Programs may designate any faculty member engaged with curriculum (e.g., Director of Undergraduate/Graduate Studies, chair of a departmental curriculum committee) as their representative to the SCRC.

SCRC members unable to attend a particular meeting should designate an alternative representative to attend.

The method of selecting a faculty chair and the frequency of rotation will be determined by each SCRC.

SCRC Review
The scope of SCRC review will vary depending on whether the course is a one-time Special Topics course (review is waived), a regular department course, or an extra-departmental course within the school:

- **For a one-time, Special Topics course numbered 238, 477, or 677** there is no SCRC review, but the signature of the SCRC chair is still required.

- **For recurring new courses, the SCRC will review requests within 10 working days of the October 1 and March 1 deadlines;** the SCRC chair will sign approved course request forms.

- **For a recurring departmental course,**
  - The SCRC review is limited to consideration of credit hours awarded for the course, given the contact hours, work, and assessment information provided on the course request form.
  - Guidelines for credit hours for different kinds of courses are under development.
  - Review of course content, subject matter, methodology is excluded; those are the responsibility of the department.

- **For a recurring extra-departmental course within a school** (shaded subject codes on attached list) that is not cross-listed with a department course:
  - The SCRC will review the course for: suitability for university credit; appropriate faculty oversight of courses conducted mainly off-campus (e.g., internships and practicums); appropriate credit hours awarded for the course, given the contact hours, work and assessment information provided on the course request form.
  - Guidelines for credit hours for different kinds of courses are under development.

Sharing among SCRC members of best practices in different departments is encouraged, with the goal of achieving greater consistency of standards across departments and among departmental and extra-departmental courses.

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1 The Committee on the Undergraduate Curriculum reviews extra-departmental courses for which the Dean of Undergraduates has signatory authority. The process is the same as that for SCRC review for an extra-departmental courses; substitute CUC for SCRC in the text.
Paperwork Flow and Notifications
For Departmental courses and Extra-departmental courses reviewed by a SCRC\textsuperscript{2}:

- The usual flow of the request form from department or program to the dean does not change.
- New course forms must reach the dean by the specified deadlines
  - Exceptions may be considered on a case by case basis
  - A list of exceptions will be provided to Faculty Senate the first week of each semester
- For Special Topics courses, the Dean’s office obtains the signature of the SCRC chair without SCRC review
  - A Signature stamp or proxy signatures for the SCRC chair is not acceptable
- For recurring courses, the SCRC will review requests within 10 days of the October 1 and March 1 deadlines; the SCRC chair will sign approved course request forms
  - A Signature stamp or proxy signatures for the SCRC chair is not acceptable
- The Dean’s office will make two copies of all forms signed by the SCRC chair, archiving one and sending the second copy to the Faculty Senate Office. The originals go to the OTR.
- OTR will then notify the department or program when the course or the section of Special Topics has been created.

\textsuperscript{2} For extra-departmental courses under the Dean of Undergraduates, CUC is the relevant review committee; substitute CUC for SCRC in the text.